

10 April 1984

MEMORANDUM FOR: Chief, Career Management Staff, DDA

FROM: [redacted] Executive Officer
Office of Medical Services

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SUBJECT: OMS Suggestions on POC/DA

REFERENCE: Career Training Memo, DDA, dtd 5 March 84

1. The Professional Orientation Course for the Directorate of Administration (POC/DA) proposal with its basic premises, course objectives, and course structures appears to be well thought out and applicable to OMS with some minor modifications. These modifications are:

a. OMS candidates will be employees already aboard who have a good track record.

b. Because of OMS' diverse professional disciplines and assignments, it would prefer to choose its own Career Trainee interim assignments.

2. The following represent some other recommendations in relation to the course structure and content:

a. OMS physicians and medical services officers who serve overseas require more than a two-week [redacted] Operations Familiarization Course. OMS would prefer to replace one of the interim assignments with a more lengthy Operations Course - perhaps on a tutorial basis.

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b. The four-week course should be designed to allow students to participate rather than being lectured to - retention and recall, when required, would be quicker and easier.

c. Each office presentation should be prepared so student participation would be required.

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3. OMS requires all of its physicians and medical services officers to serve overseas.

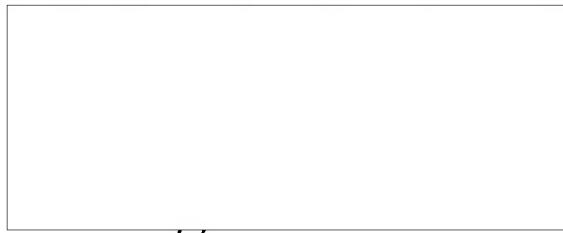
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4. In general, OMS opines that the POC/DA and its contents seem to be on the right track and probably will require a couple of runnings before it can be fine tuned. Attached you will find a copy of the OMS recruitment notice that was requested in the above reference.

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Attachment



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CAREER OPPORTUNITIES

in the

CENTRAL INTELLIGENCE AGENCY

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OFFICE OF MEDICAL SERVICES

The Office of Medical Services (OMS) is responsible for planning, developing, implementing, and directing the Agency's medical program. Services provided include:

- A medical selection program for applicants for Agency employment.
- Medical examinations and immunizations for employees and dependents going overseas.
- Clinical services encompassing comprehensive programs in the areas of clinical medicine, preventive medicine, health education, and emergency health care.
- Advisory assistance in support of medical intelligence production.
- A psychiatric program including diagnostic and preventive psychiatry, psychiatric selection criteria, and psychiatric expertise in support of intelligence production.

A full range of psychological services are provided including assessment of applicants and employees, counseling services, and human factors support to various projects.

Medical support to Agency components includes medical training; advice on survival; health assessments; external liaison; and direction and support of the overseas medical program, including overseeing the activities of and assisting all medical personnel assigned outside the Washington, D.C. area.

The positions which are normally available are described below:

Regional Medical Officers are medical doctors who serve overseas and are responsible for providing medical care, advice, guidance and support to employees and their dependents who are located throughout the world. Starting salaries range from GSM-13 through GSM-15, depending on qualifications. Physicians entering-on-duty with the Agency are eligible for an annual \$7,000-\$10,000 bonus and are covered by malpractice insurance for line-of-duty medical practice.

Psychologists provide the Agency with a broad range of applied psychological services designed to enhance the effectiveness of the Agency as an organization. This is accomplished primarily by offering programs and services which improve the Agency's selection and utilization of its human resources.

- *Psychological Assessment Program* to select the best individuals for Agency employment and ensure the contemplated job assignment matches the individual's intellectual abilities, work attitudes, vocational interests, personality characteristics, and career aspirations;
- *Counseling Services* to provide the employee with information which can be of value in making personal decisions of a career nature;
- *Job Performance Research* to identify the psychological attributes needed to perform successfully in a variety of Agency job settings;

- *Human Factors Research* to design and procure highly specialized equipment which can be operated easily and efficiently;
- *Organizational Consulting Services* to provide Agency management with the techniques needed to study and evaluate the effectiveness of the Agency as an organization.

Starting salary is normally GS-12 or GS-13, depending on qualifications. A Ph.D. or equivalent in the fields of clinical, research, industrial, counseling, or personnel management psychology is required.

Medical Services Officers perform a large number of para-medical duties. These include, but are not limited to, all phases of physical examination laboratory screening; attending to the diagnosis and treatment of chronic illnesses and medical emergencies; conducting survival, field medicine, CPR, and first-aid training; establishing and operating independent duty dispensaries; and conducting health surveys.

Starting salaries range from GS-06 to GS-07, depending on training and experience. Advancement to senior administrative or managerial positions is possible. A B.S. degree as a physician's assistant or medical technologist, Associate degree in medically related field, or equivalent military/civilian training is required. Civilian physician's assistant or military independent duty corpsman experience is mandatory.